

Person Specification – Driver/Activity Coordinator

| | Essential | Desirable | How Measured |
|------------------------------|--|--|---|
| Education and Qualifications | Hold a clean driving license. A full D1 (or D) PCV entitlement to drive minibuses for hire and reward. Literate and Numerate. | MIDAS Certificate | Driving License check. Application Form. |
| Knowledge and Experience | | Experience of working with people with visual impairment/elderly. Previous experience of driving and maintaining a mini bus. Awareness of the needs of people with visual impairment. Basic first aid – although full training will be given. Previous experience of Safeguarding. | Application Form and interview. |
| Skills | Excellent interpersonal skills with the ability to develop positive relationships with Sight Support members and staff. A good understanding of Health and Safety procedures including vehicle checks before and after use. Experience of effective team work. Excellent communication skills, both written and verbal. Listening skills | | Application Form and interview |
| Personal Qualities | Adaptable, flexible and able to attend work often at short notice. Ability to work with minimal direction and supervision. Good organisational skills with good timekeeping. | | Application form and interview |